

## Quick Guide to Organising Rallies:



### Decide on your rally style/venue/instructor/proposed date(s)

- Step 1 Check with the Rallies Co-ordinator and the Rallies list to avoid conflicts
- Step 2 Confirm rally, venue, instructor, dates, cost\* (see below)
- Step 3 Use this New Rally Set Up form to send details to Helen/Lisa to be added to Horse Events. <https://www.cognitoforms.com/OBHPC/ListYourRally>
- Step 4 Once your rally has been added to Horse Events you will receive confirmation. You will have access to the rally and bookings through your account. See below.
- Step 5 Market your rally. Use Whatsapp, OBHPC Chat etc. Details will be posted on facebook of all rallies on a regular basis. Use the 'red button' email alert service.
- Step 6 While Horse Events will confirm a member's entry to your rally, you should contact everyone once it is full and/or a few days before to confirm details. Contact info for all entries is on the Entries Download workbook from Horse Events
- Step 7 After the rally: complete a simple rally return for the Treasurer to tie up instructor and/or venue invoice(s). (Rally entries returns will be supplied by Horse Events.) <https://www.cognitoforms.com/OBHPC/NewRallyReturn>

### Accessing your rally/entries on Horse Events

In order to access rally entries, info, and edit options, you must have your own account with Horse Events (which you would use to enter any events listed). You do not need an Event Manager account. All rallies/events will be submitted to Horse Events via a single OBHPC account for simple central management.

**Cancellations/postponements** - if you need to postpone or cancel an event or have any other questions, please contact Erica Howe or Helen Keen.

A full guide to running rallies can be found on the Rally Organisers' Resources page on the website here - <https://branches.pcuk.org/oldberkshire/resources/>

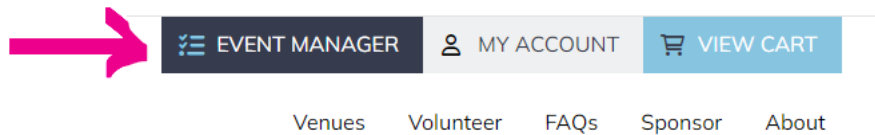
## Quick Guide to Organising Rallies:



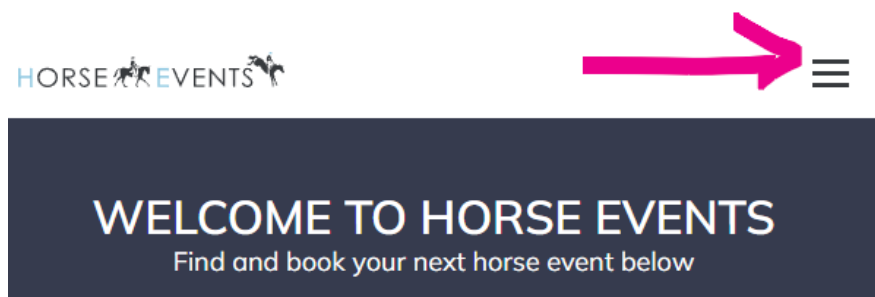
### Look Up Entries for your rallies

- Log in to your dashboard. This is your personal profile where you could add details of your riders and horses and enter events.
- Click Event Manager,

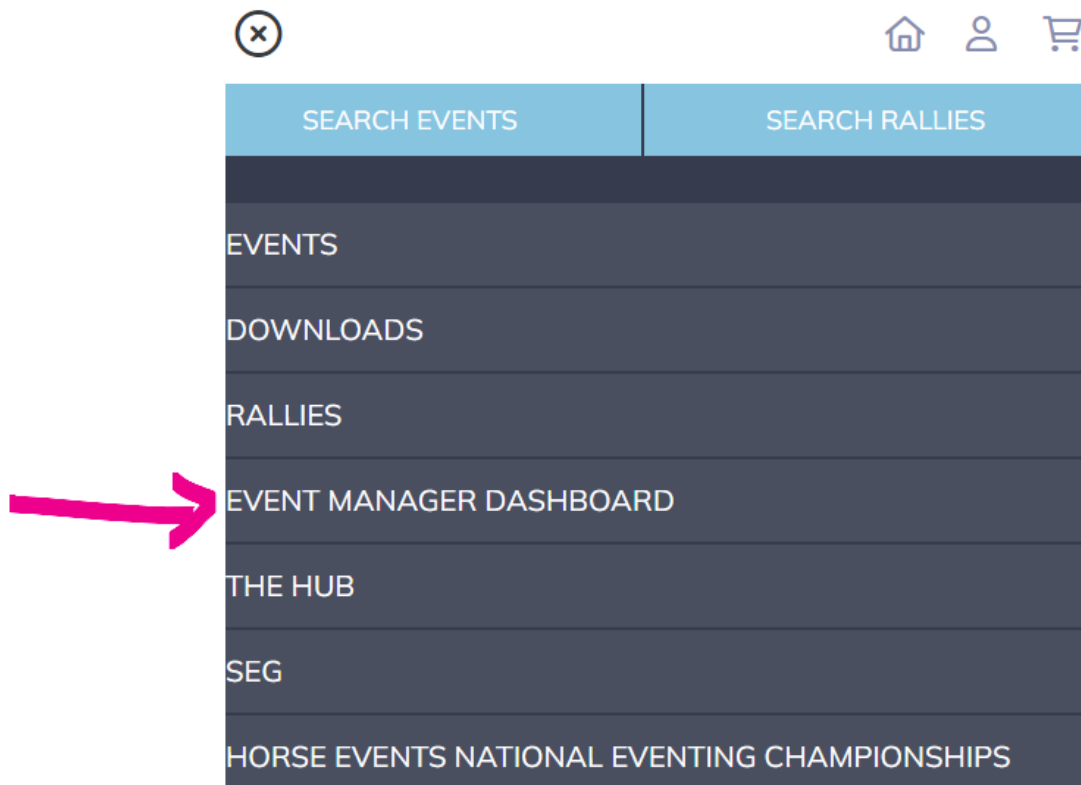
PC view



Or Mobile view - click the hamburger menu on the right hand side...



Then Event Manager Dashboard



This will open your Event Manager and from here you will see your list of rallies that have permissions shared to your profile.



EVENT MANAGER  
**EVENT MANAGER DASHBOARD**

WELCOME TO THE EVENT MANAGER  
 You are logged in as: Joanna Lambert

Your upcoming events

OBHPC - HPC Grooming Badge Rally 12 Jan	PUBLISHED	12/01/2024	MANAGE
Old Berkshire Hunt - HPC Fitness Badge Rally 19 Jan	PUBLISHED	19/01/2024	MANAGE

Click 'Manage' next to the rally you want to look up entries, which opens the next screen where you can see all the entries you have and also Download Entries, via the blue button. This will give you an excel workbook, which contains all the entries and contact details for everyone who has entered.

MANAGE EVENT  
**EVENT ENTRIES**  
 OBHPC - HPC Grooming Badge Rally 12 Jan

STATUS: PUBLISHED | BOOKING STATUS: CLOSED | TOTAL ENTRIES: 8 / 20 (View Entries Breakdown)

DOWNLOAD ENTRIES

[View Action Icons Key](#)

All Classes | All Statuses | Enter name or part of name | FILTER ENTRIES

<input type="checkbox"/>	Name	Horse	Class	Team Name	Team or Individual	Status	Date Entered	Date Modified	Actions
--------------------------	------	-------	-------	-----------	--------------------	--------	--------------	---------------	---------